

FAIRFAX COUNTY HEAD START POLICY COUNCIL MEETING AGENDA

Virtual via MS Teams Conference ID: 393480480#

Phone: +1 571-429-5982, 393480480#

December 19, 2024

Qurat Ul Ain Butt- Parliamentarian

2024

Policy Council Executive Officers

Elizabeth Benson
Chairperson

Jeanne Armstrong
Vice Chairperson

Audriana Pickett
Secretary

Ana Salas Montes
Treasurer

Qurat Ul Ain Butt
Parliamentarian

OFC Head Start Admin Office Contacts

Janet Stewart
Director

Maasoomeh Pouravaz
PFCE Specialist

Call to Order (6:30 p.m.)

Business Meeting

- Roll Call and Introductions-
- Welcome GMV New Members /Officers Elections
- Approval of November Meeting Minutes

Elizabeht Benson- Chairperson

Treasurer's Report

Ana Salas Montes

Fiscal Reports

David Walker, Fiscal Specialist

- Head Start At-a-Glance for Head Start Early Head Start Birth to Five

Administrative Updates

Janet Stewart, Director

- Program Updates
- Monthly Reports
 - Enrollment Statistics
 - Average Daily Attendance Report
 - USDA Food Reimbursement

PC Member Updates

Members

Adjourn

Next meeting – January 23, 2025

Mission Statement

To ensure that all Head Start/Early Head Start children ages 0-5 and pregnant women have access to quality childcare, family services and early childhood program.



Duties of the Chairperson



1. Calls the meeting to order and presides throughout the meeting.
2. Announces each item of business on the agenda in the proper order.
3. Recognizes members seeking the floor.
4. Remains fair and impartial during the business proceedings.
5. States each motion pending clearly.
6. Puts the question to a vote after sufficient debate.
7. Announces the results of the vote and the action as a result of the vote.
8. Vacates the chair to speak in debate on a motion.
9. Expedites the business meeting by the use of general consent.
10. Assists members in Parliamentary Procedure when necessary.
11. With input from staff and members, prepares the meeting agenda for regular/
called/executive committee meetings.
12. Reviews meeting minutes before they are distributed to members.
13. Prepares written report for Policy Council meetings.
14. Ex-officio member of all sub-committees.

Duties of the Vice Chairperson



1. Assumes the duties of the Chairperson when he/she is absent or vacates the chair.
2. Serves on committees or coordinates activities.
3. Assists the Chairperson, as assigned.
4. Becomes Chairperson when the Chairperson position becomes vacant.

Duties of the Secretary



1. Records minutes of the Council meetings with assistance from Grantee staff.
2. Compiles and keeps current list of all voting members and records their attendance.
3. Assists with preparation and distribution of a notice of each meeting to the membership.
4. Keeps on file all minutes of the Policy Council.
5. Makes the minutes available to members.
6. Reads minutes and other correspondence at meetings.

Duties of the Treasurer



1. Maintains the financial records of the Council.
2. Prepares Treasurer's Report and balances check book.
3. Serves on the Budget subcommittee.
4. Reads and explains the Treasurer's Report to members at the Council meeting.
5. Prepares for signature and distributes reimbursements, stipends and payment of invoices.
6. Coordinates out-of-town travel funds for Policy Council members with the assistance of Grantee staff.
7. Assumes the responsibilities of the Chair in the absence of the Chairperson and Vice-Chairperson.

Duties of the Parliamentarian



1. Presides over meetings in accordance with the Policy Council By-Laws and in accordance with Roberts' Rules of Order.
2. Keep members on track with the By-Laws
3. Help keep order during the meetings.
4. Use gavel when necessary to call meeting back to order.
5. Assumes the responsibilities of any officer that is absent.



Head Start At-a-Glance



FAIRFAX COUNTY HEAD START AND EARLY HEAD START PROGRAMS Items Requiring Governance Review and Approval

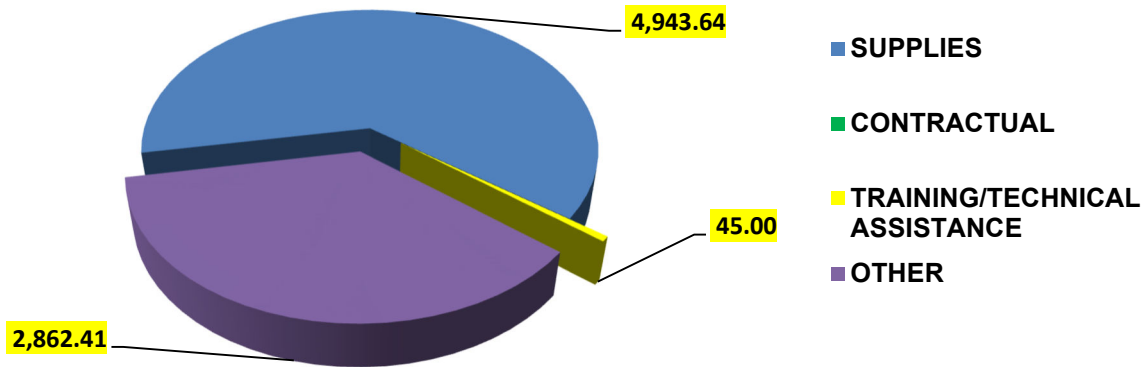
PPC FISCAL Action Items

FY 2025 Budget Review

REQUIRED FISCAL REPORTING YTD Expenditure Report as of **November 30, 2024**

Credit Card Expense Summary (Activity for **November 2024**) - **\$7,851.05**

Credit Card Expenses



Grant Performance Summary

Description	#	Head Start (HS)	Early Head Start (EHS)	USDA - Child Care Food Program	Total
Budget	1	\$ 5,577,737.00	\$ 5,561,350.00	\$ 206,153.00	\$ 11,345,240.00
YTD Actual	2	\$ 1,973,080.83	\$ 2,087,849.59	69,312.09	\$ 4,130,242.51
Encumbrances	3	\$ 677,434.29	\$ 490,704.22	\$ -	\$ 1,168,138.51
Budget Remaining	4	\$ 2,927,221.88	\$ 2,982,796.19	\$ 136,840.91	\$ 6,046,858.98
Percent Spent YTD	5	35.37%	37.54%	33.62%	36.41%

NON-FEDERAL SHARE MATCH (NFS)					
Description	#	Head Start (HS)	Early Head Start (EHS)	Total	
NFS Match Required Amount	6	\$ 1,394,435	\$ 1,390,338	\$ 2,784,772	
YTD Actual	7	\$ 393,820	\$ 550,810	\$ 944,630	
(Over)/ Under Required Amount	8	\$ 1,000,614	\$ 839,528	\$ 1,840,142	

NOTES:

A – Program Year – FY25: July 1, 2024, through June 30, 2025

B – # of children = 686 Total Federally Funded Enrollment

C – Purchase orders for HiHo have been reallocated from the local fund. Expenditures exclude advance payments to HiHo.

D – All programs participate in the USDA Child and Adult Care Food Program. However, only the food costs for Greater Mount Vernon are reflected in this report. Family Child Care partners and delegates have separate agreements with USDA and food costs are reimbursed and reported separately.

E – Federal Budget includes the 2.35% Cost of Living Adjustment (COLA).

Fiscal Year	Period	Posting Date	Fund	Funds Center	Commitment	Commitment item name	Amount to be	Text
2025	5	11/04/2024	400-C40045	G797910001	544540	Credit Card Expense	758.00	AMZN MKTP US*8O510282024XXXXXXXXXX399671
2025	5	11/04/2024	400-C40045	G797910001	544540	Credit Card Expense	68.00	PAYMTSVCS EQUIP 10282024XXXXXXXXXX399671
2025	5	11/04/2024	400-C40045	G797910001	544540	Credit Card Expense	(19.97)	AMAZON.COM 10282024XXXXXXXXXX399671
2025	5	11/04/2024	400-C40045	G797910001	544540	Credit Card Expense	339.74	AMAZON.COM*RB46510282024XXXXXXXXXX399671
2025	5	11/04/2024	400-C40045	G797910001	544540	Credit Card Expense	(19.97)	AMAZON.COM 10282024XXXXXXXXXX399671
2025	5	11/04/2024	400-C40045	G797910001	544540	Credit Card Expense	146.55	GIANT 0760 10282024XXXXXXXXXX497762
2025	5	11/04/2024	400-C40045	G797910001	544540	Credit Card Expense	455.75	AMAZON.COM*7D2E810312024XXXXXXXXXX399671
2025	5	11/04/2024	400-C40045	G797910001	544540	Credit Card Expense	394.05	KAPLAN EARLY LEA10312024XXXXXXXXXX399671
2025	5	11/04/2024	400-C40045	G797910001	544540	Credit Card Expense	919.72	PANERA BREAD #6010312024XXXXXXXXXX399671
2025	5	11/12/2024	400-C40045	G797910001	544540	Credit Card Expense	147.80	PLAK SMACKER 11052024XXXXXXXXXX399671
2025	5	11/12/2024	400-C40045	G797910001	544540	Credit Card Expense	150.80	AMAZON.COM*QR8X511052024XXXXXXXXXX399671
2025	5	11/12/2024	400-C40045	G797910001	544540	Credit Card Expense	212.32	AMAZON.COM*7H0OF11062024XXXXXXXXXX399671
2025	5	11/12/2024	400-C40045	G797910001	544540	Credit Card Expense	543.02	AMZN MKTP US*GC011072024XXXXXXXXXX399671
2025	5	11/12/2024	400-C40045	G797910001	544540	Credit Card Expense	(150.00)	AMAZON.COM 11082024XXXXXXXXXX399671
2025	5	11/12/2024	400-C40045	G797910001	544540	Credit Card Expense	(20.00)	AMAZON.COM 11082024XXXXXXXXXX399671
2025	5	11/12/2024	400-C40045	G797910001	544540	Credit Card Expense	25.98	AMAZON MKTPL*03111082024XXXXXXXXXX399671
2025	5	11/18/2024	400-C40045	G797910001	544540	Credit Card Expense	235.11	AMAZON.COM*WC1CS1112024XXXXXXXXXX399671
2025	5	11/18/2024	400-C40045	G797910001	544540	Credit Card Expense	170.00	AMAZON.COM*CZ1S611122024XXXXXXXXXX399671
2025	5	11/18/2024	400-C40045	G797910001	544540	Credit Card Expense	148.26	GIANT 0760 11132024XXXXXXXXXX497762
2025	5	11/18/2024	400-C40045	G797910001	544540	Credit Card Expense	47.76	WAL-MART #2258 11132024XXXXXXXXXX497762
2025	5	11/18/2024	400-C40045	G797910001	544540	Credit Card Expense	45.47	WAL-MART #2258 11132024XXXXXXXXXX497762
2025	5	11/18/2024	400-C40045	G797910001	544540	Credit Card Expense	214.11	PANERA BREAD #6011142024XXXXXXXXXX497762
2025	5	11/18/2024	400-C40045	G797910001	544540	Credit Card Expense	39.96	AMAZON.COM*EP78L11152024XXXXXXXXXX399671
2025	5	11/25/2024	400-C40045	G797910001	544540	Credit Card Expense	495.85	WM SUPERCENTER #11182024XXXXXXXXXX399671
2025	5	11/25/2024	400-C40045	G797910001	544540	Credit Card Expense	115.95	AMAZON.COM*294UW11182024XXXXXXXXXX399671
2025	5	11/25/2024	400-C40045	G797910001	544540	Credit Card Expense	1,172.19	PANERA BREAD #6011182024XXXXXXXXXX399671
2025	5	11/25/2024	400-C40045	G797910001	544540	Credit Card Expense	453.80	AMAZON.COM*J091F11182024XXXXXXXXXX399671
2025	5	11/25/2024	400-C40045	G797910001	544540	Credit Card Expense	37.13	AMAZON.COM*KA7U411182024XXXXXXXXXX399671
2025	5	11/25/2024	400-C40045	G797910001	544540	Credit Card Expense	257.29	AMAZON.COM*LF41611182024XXXXXXXXXX399671
2025	5	11/25/2024	400-C40045	G797910001	544540	Credit Card Expense	261.58	JEFFERYS CATERIN11212024XXXXXXXXXX497762
2025	5	11/25/2024	400-C40045	G797910001	544540	Credit Card Expense	159.80	PLAK SMACKER 11212024XXXXXXXXXX399671
2025	5	11/25/2024	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 11222024XXXXXXXXXX399671

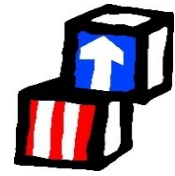
7,851.05



Monthly Enrollment Statistics

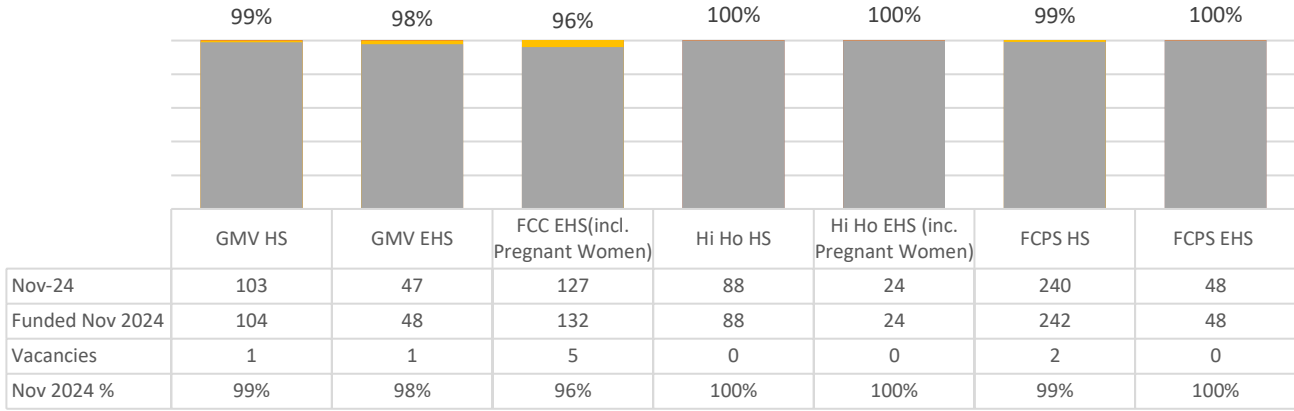
Month ending November 30, 2024

presented to the Policy Council

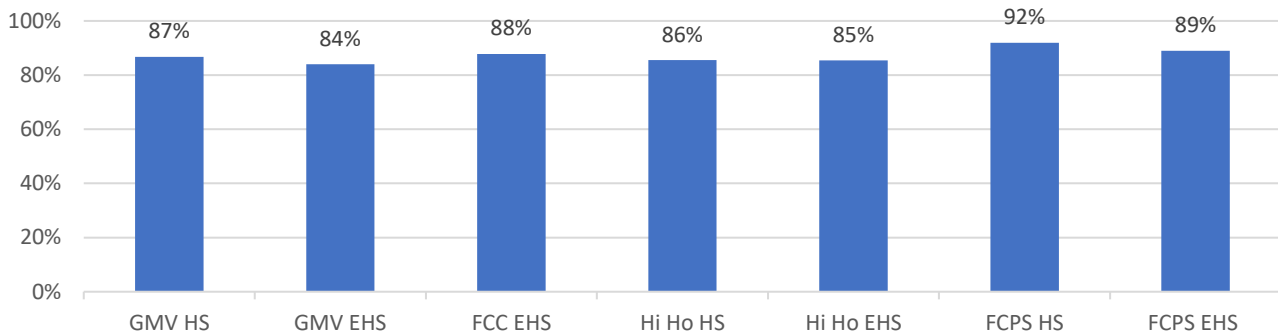


Actual Enrollment vs. Funded Enrollment

End of month report - includes vacancies of less than 30 days

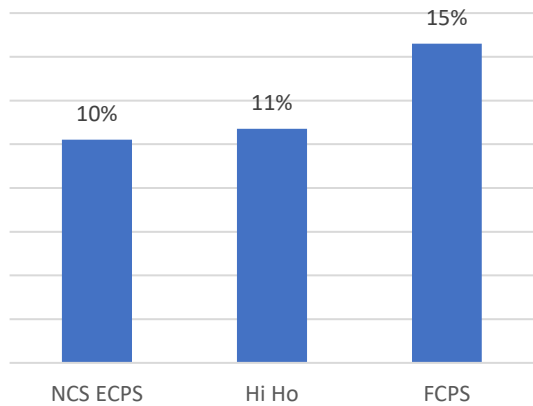


Average Daily Attendance for the Month



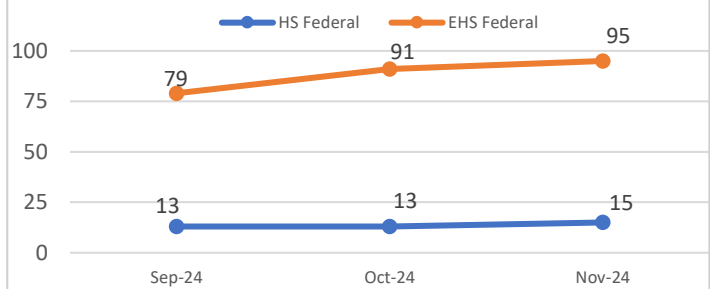
Children Served with Disabilities (IEP or IFSP)

*Cumulative total: 12%



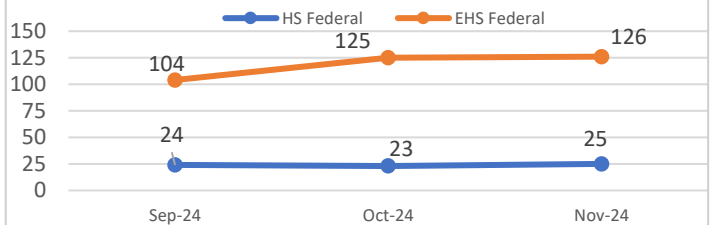
Waiting List: PY24-25 Federal Children

*Completed/Verified Applications



Waiting List: PY24-25 Federal Children

*All Applications (including incomplete)





Fairfax County Early Childhood Program Services

Head Start Program

USDA, CACFP's Meal Count and Attendance Report Greater Mount Vernon Centers November 2024

Days of Operation: 22

Total Child Participation: 192

Total Meals Served and Claimed: 7,160

Breakfast: 2,396

Lunch: 2,407

Snack: 2,357

Total Cost of Food: \$34,715.48

Report prepared by:

Marelisa González

Marelisa González, MPH, RDN, LDN
Nutrition Specialist/Registered Dietitian Nutritionist

December 9th, 2024